



# ★ the mid-atlantic archivist

a publication of the  
Mid-Atlantic Regional Archives Conference

Volume 3 Number 1

January 1974

## Minutes of the General Meeting. Philadelphia, October, 1973.

Peter Silverman opened the business meeting. Nancy Zembala read the financial report which announced a balance of over \$900.00. Elsie Freivogel reported for the Nominating Committee naming the new members of the Steering Committee. Discussion turned to the amendments to the bylaws. Frank Tusa objected to the fifth resolution. On clarification, a resolution can be presented orally, but will be written in the minutes after a decision is made. The motion was moved and seconded. After an oral vote, it was stricken from the amendments. Mike Plunkett questioned the third resolution and asked when the change of office was to take place. Elsie read Ned Berkeley's report from the Nominating Committee to supply details.

Bylaws were read and submitted for consideration. Voting will be by mail ballot and they will be published again in the next issue of the newsletter.

## Contents of number 1

Subject	Page
Archives beginners' workshops . . . . .	9
Culture and affinity related	1
resource workshops . . . . .	14
Editorial comment . . . . .	3
Fire at St. Louis . . . . .	15
Job openings . . . . .	16
Maine State Archives . . . . .	1,3,4
Manuscript beginners sessions . . . . .	7
Manuscript development sessions . . . . .	7
Manuscript theft . . . . .	6
Minutes - general meeting . . . . .	1
Personnel and workplace situations	
workshop sessions . . . . .	10
Steering committee . . . . .	2
Workshops in administration . . . . .	11
Workshops summaries . . . . .	6

## the philadelphia



Don Harrison reported that the Maine State Archives is being abolished on the recommendation of a private consulting firm, noting that the SAA is studying the situation and will make a recommendation. Elsie said that King Associates had made reports in about twenty states and suggested waiting for more evidence and the SAA report before acting. She felt MARAC should follow up on the SAA decision. Peter Parker asked whether this was a budget transfer of the archives to the library or abolishment. Elsie said it was burial as she understood it and asked Frank Evans to comment.

Frank said that groups of businessmen seemed to be behind King Associates and had picked out the Archives as a point of attack. No

continued on page 6



The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library, University of Maryland, College Park, Md. 20742. Newsletter correspondence should be addressed as follows:

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This issue of the newsletter was edited by Mary Boccaccio.



# PEOPLE in Town January 1974

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Bibliography  
Freebies and Cheapies  
Professional Training  
National Archives  
Terms and Glossaries  
Church Archives  
Job Announcements  
Technical Notes  
Acquisition Notes  
State Archives  
Historical Committees  
Institutional Spotlight  
College Archives  
Business Archives  
Professional Issues  
Women in Archives

## Workshops

The Archives Library





## MUNIMENTS, MANAGEMENT, AND MAINE

Editorial Comment by Don Harrison

The archives profession finally won one, and in the process discovered clout. A joining of the resources of the Society of American Archivists, the Midwest Archives Conference, the Mid-Atlantic Regional Archives Conference and darn knows who else descended on the Maine State Governor, two members of the United States Senate, and the Maine Archives Advisory Board in connection with an "efficiency study" conducted for the state by a private firm. Reminiscent of 1820, Maine figured in a great compromise.

It seems that Governor Kenneth M. Curtis engaged Chicago-based Warren King Associates, Inc., to investigate the entire state bureaucracy, which includes the staff agency heading up the archival and records management functions. King Associates studied the organizational patterns and the services provided in light of cutting state expenditures, reducing overhead, and eliminating what appears on the surface as duplication between the library and the archives functions within the state government.

The study's most damaging recommendation was to abolish the State Archives "as an organizational entity," and that all functions, responsibilities, and personnel of archives be transferred to the State Library Bureau. The report urged that the "halfway house," (Maine State Records Center), be emptied and its records destroyed, that the centralized records management program be abandoned, and records management authority be returned to the agencies of origin. (See text following.)

David Horn, editor of the New Archivist, and at that time Archivist of the Montana State University, broke the story in St. Louis at the annual meeting of the SAA, by making a resolution that the Society become concerned, lest other King Associates studies in other states make it untenable for State Archivists in general. He pointed to a trend that businessmen, in an attempt to cut costs to balance the state budget, in good faith but in mortal ignorance, could set back the heritage of state and local history for many years to come.

Needless to say, we agree. Ernst Posner said in American State Archives, (p. 351); "Provision of archival service is so basic a prerequisite of the modern state, so rightful

a demand of its citizens, and so essential a component of its governmental and cultural affairs that no state can afford to be without it. Furthermore, it requires so small a portion of the state revenue that no state has an excuse for not providing it." The Maine Archives reported operating expenditures of \$265,000 in fiscal year 1972--a pittance to the state budget.

Nor should the domain of the librarian get muddled up with the administration of archives. There is a similarity on the surface between the reference service of the librarian and that of the archivist, but the cleavage of difference goes deep. Several states have administratively linked their state archives with the State Library, according to Posner, and the results in each case have been less than perfect. If the state of Maine were to subordinate the archival function to that of the Librarian of the State, we feel there is enough difference between the two methods that the official state records would eventually suffer from misadministration.

To quote Frank Evans: "State archives are, in the final analysis, public records; they began as the tools of administration to conduct or to document the public business, and they continue to have administrative, legal, and fiscal value--as well as to contain information for a variety of studies--after they are transferred from the agency of origin to the archival agency. They are not essentially--or even primarily--cultural objects, like old books or historic buildings.

MARAC became involved in the controversy at the Philadelphia meeting. We introduced a resolution, which passed unanimously, that the chairperson of the Steering Committee write to the Governor of the State of Maine, expressing concern. Eventually the discussions involved Elsie Freivogel, Miriam Crawford, Frank Evans, Mike Plunkett, and several others. It was obvious to all that the affair was of concern to archivists and manuscript curators alike, and that MARAC should support SAA action, and take some positive stand on the matter as well. Mike dispatched the letter to Governor Curtis within a few weeks of the meeting, and sent copies to U.S. Senators Muskie and Hathaway, the SAA, the AHA, the ALA, and the AASLH. Mike concluded the letter with, "The MARAC membership joins me in respectfully urging that those associated with the final decision in these matters seek wider and more professional counsel by contacting the Society of American Archivists, the American Library Association and the American Historical Association." Governor Curtis and Senator Hathaway acknowledged.

Now the Midwest Archives Conference entered the ring. MAC's newsletter of October, (Vol. 1 No. 4) stressed in its lead story that the study had stressed the economic rather than the scholarly interests of the state. "The whole tenor of the report stresses businesslike efficiency at the

continued on page 4



expense of the historical heritage of the State of Maine...an appalling subordination of history to fiscal 'efficiency.' ...the Commission sacrificed Clio for coin." Newsletter editor Frank Cook of the University of Wisconsin Archives urged MAC members to write to Governor Curtis, or even telephone him, to voice their concern.

Some coordination existed between regionals by this time. Both Archie Motley, President of MAC, and Dave Maslyn of the New England regional were present with us at Philadelphia. Dave subsequently took the matter up with the society's executive board, and it appears that they too started writing to Governor Curtis.

Meanwhile, at its September meeting at St. Louis, in response to David Horn's recommendation, SAA Council designated Council member Carroll Hart, Georgia State Archives, to head an ad hoc committee charged with compiling information on the findings of King Associates. By the Council's December meeting at San Francisco, SAA President Gerry Ham had received a reply to his earlier letter to the Maine Archives Advisory Board advising him that they had rejected the King recommendations.

So the heat is off in Maine. But where and in what fashion will King Associates strike again? Better still, we should ask the question, what prompted Governor Curtis's advisory board to reject the recommendations? Was it the actions of the SAA? Was it Mike Plunkett's letter, or Senator Hathaway's concern in the matter? Or was it the phone calls and letters prompted by Frank Cook's editorial? It may have been the sum of all these parts. In any case, we have here an excellent case of national-regional cooperation, HI HO, SILVER.

#### MAINE MANAGEMENT AND COST SURVEY

##### Maine State Archives

Maine State Archives is a staff agency which plans and administers a government-wide program to promote record management and disposal practices. It provides assistance to state agencies, selects, manages, preserves, and services valuable records.

This unit had operating expenditures of \$265,000 in fiscal 1972 and has 17 employees in fiscal 1973. Currently, it is comprised of the Bureaus of Archives Services, Administrative Services, and Records Management Services.

Archives Services manages the Processing Projects, Reference Services, and Research and Publication Divisions, as well as field services. Administrative Services is responsible for Staff Services, Repair and Reproduction, and the Training Information Education Divisions. Records Management Services is accountable for retention and disposal, audits and surveys, technical assistance, and preservation of essential records.

Maine State Archives occupies approximately 24,800 square feet of space, two-thirds underground, in the Cultural Building. Of this, 15,300 square feet is used for storage and the remainder for administration, laboratory, and public area. In addition, the agency recently acquired 6,000 square feet to house records until they can be destroyed or moved.

Only documents of historical or continuing legal significance are placed in permanent storage. There they are treated, preserved, restored, or duplicated in the laboratory.

Since early 1972, when its storage facilities were activated, over 50,000 cubic feet of records from state agencies have been taken in, boxed, labeled, and stored. Over 60,000 cubic feet of noncurrent material remains in generating departments.

This agency is organizationally misplaced. It has a good internal organization and professional staff. However, the clerical and manual staff is inadequate. Space is available, but some renovation is required in the records center.

Maine State Archives has been unable, due to lack of personnel, to eliminate a considerable backlog of noncurrent records lodged in government agencies. Much sophisticated equipment exists, but is underused due to lack of demand and competent operators.

#### RECOMMENDATIONS

##### 21. Review the law regarding destruction of records.

Present statutes prohibit destruction of any record without written approval of the head of the generating department, the State Archivist, and the Archives Advisory Board. Others prescribe specific retention schedules for certain types of documents. These laws are unnecessarily restrictive and their existence has impeded development of realistic retention schedules.

The general law regarding destruction of records should be amended to enable the adoption of realistic retention schedules. In particular, the laws prescribing specific retention schedules for certain documents should be reviewed. (Legislative)

##### 22. Establish an internal records management service

Few government agencies have efficient records management systems. They need expert help in installing them. A records management service should be established within state government. It would work with agencies in establishing retention schedules and developing procedures so they can dispose of unneeded records and manage those which are retained. (Executive)

more on page 5



continued from page 4

23. Abandon the program of providing a halfway house for records on the way to destruction or the Archives.

Establishment of a records management service has been suggested elsewhere. Upon its implementation, the maintenance of a central records management program becomes unnecessary. This program should be abandoned and the records center closed. The staff of the Bureau of Records Management Services would then be available to devote fulltime to designing records management systems. (Executive)

24. Institute a program with temporary or contractual help to dispose of records in the records center.

The Archives has a large backlog of records which have not been processed and earmarked for eventual destruction or permanent retention. A crash program to process and dispose of these records should be instituted. Temporary or contractual help should be employed to implement the program. The one-time cost is estimated at approximately \$150,000. (Executive)

25. Accept only material which must be retained.

Much material finds its way to the Archives which will eventually be destroyed. With the installation of efficient records management systems, such data will be retained in the generating agency until they can be destroyed. Archives should accept only those records which must be retained permanently. This would significantly reduce space requirements and obviate the need for acquiring additional space. (Executive)

26. Transfer responsibilities and personnel of the Bureau of Archives Services to the Maine State Library Bureau.

The function of this bureau is similar in nature to that of the library. Its responsibilities should be transferred to the Maine State Library Bureau to provide administrative economies. (Legislative)

27. Establish a schedule of laboratory fees based on cost of service.

This laboratory charges government agencies and others for performing work only on the basis of materials used. Charges should be revised and based on the full cost, including labor, materials, and overhead. (Executive)

28. Transfer microfilming equipment and operating personnel to the proposed Bureau of Central Management Services.

In the proposed reorganization of the Executive Branch, the Bureau of Central Management Services is given responsibility for providing centralized microfilming services. Therefore, the microfilming equipment of Maine State Archives should be transferred along with operating personnel to that bureau. (Executive)

29. Abolish the Bureau of Administrative Services.

With transfer of the records management services and the Archives services functions to other government agencies, this bureau is no longer necessary. It should be abolished. Five positions can, thereby, be eliminated at annual savings of about \$39,400. (Executive)

30. Abolish the Maine State Archives as an organizational entity.

All functions of Archives have been transferred to other government agencies and its continued existence is no longer necessary. Therefore, it should be abolished. Implementation would eliminate the position of State Archivist and provide annual savings of \$19,200. (Legislative)

## MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE STEERING COMMITTEE

Manuscripts Department  
University of Virginia Library  
Charlottesville, Virginia 22901

25 October 1973

The Honorable Kenneth M. Curtis  
Governor of the State of Maine  
State House  
Augusta, Maine

"Dear Sir:

I wish to inform you of the concern for the archival and records management program of the State of Maine voiced by the membership of the Mid-Atlantic Regional Archives Conference (MARAC), a 280-member professional organization of archivists, records managers, and manuscript curators in the states of New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, and West Virginia, and the District of Columbia. The concern was in the form of a resolution, passed unanimously at MARAC's semi-annual business meeting in Philadelphia on October 12, 1973.

The membership of MARAC was apprised during that meeting of a report addressed to you and entitled "Maine Management and Cost Survey." The report includes the following recommendations:

That the responsibilities and personnel of the Bureau of Archives Services be transferred to the Maine State Library Bureau.

That the Bureau of Administrative Services be abolished.

That the Maine State Archives be abolished as an organizational entity.

continued on page 8



## continued from page 1

evaluation of the worth or effectiveness of the current program was made.

Miriam Crawford suggested getting in touch with other associations. Evert Volkersz questioned the worth of an investigatory team because of the time factor. Frank said he had a copy of the report which would be available Saturday.

Further discussion included precedents for turning archives over to other agencies and the possibility of more immediate action. Don motioned that the chairman write a letter to the Governor of Maine as a statement of interest.

Nancy suggested libraries be charged higher fees for the newsletter. Only three libraries subscribe and the question was remitted for consideration by the editor of the newsletter.

Peter Parker brought up the question of stolen items and noted that the American Antiquarian is trying to produce a list of stolen books. Discussion included the difficulty of getting repositories to admit that items had been stolen and the difficulty of pinpointing items. The possibility of a central registrar on a national scale was made. Further suggestions included a joint committee with the American Archivist and Manuscripts. The motion was brought forward and seconded that a committee be formed.

Don introduced discussion on the local Arrangements Committee as per the October 1973 newsletter. Jack Ericson discussed the matter in a session that afternoon and the points raised were that MARAC should not become overly organized and should stay away from a tangle of committees. Difficulty of finding volunteers was pointed out along

with the obvious benefit of some structure. It will keep the organization open and provide more long range programs. Mike stated that over thirty people have served on the Program Committee and thought regionalism good because innovation is possible. Don thought that the committee should have taken advantage of the institutions close by to help with the program.

Miriam Crawford introduced a resolution in the absence of a program for Charlottesville:

The Steering Committee be asked to examine sites for two meetings beyond Charlottesville, and appoint two chairmen to investigate the possibilities of the region.

Peter said that the next meetings had been tentatively planned for Trenton and Annapolis and said lead time was necessary. Frank suggested that the Steering Committee have responsibility for long range planning and the local committee for short term arrangements. Further discussion included the desirability of a blend, the diffidence of people who did not feel expert enough to participate and the limitations of restricting a program to a locality. Miriam stated that long range plan-

ning was understood and that a meeting would not have all experts from one place but should focus on the strengths of a particular city. Don added that the idea was not to limit but to utilize resources.

Arthur Breton asked whether meetings should be held centrally or regionally as some people have difficulty travelling to distant locations. No decision was made and the question will be added to the questionnaire.

Bob Devlin suggested that the members should look for other people interested in our activities.

Thanks were given to Don for his work on the newsletter and to the local arrangements and program committee.

Adjournment

## PHILADELPHIA WORKSHOP SUMMARIES, Fall 1973

### GUIDE TO ARRANGEMENT OF SUMMARIES\*

#### I. MANUSCRIPTS BEGINNERS' SESSIONS

Arrangement of Manuscripts (Vanorny)  
Description of Manuscripts (Sung)  
Problems of Administering a Manuscript Collection (Maslyn)  
Problems of Administering a Small Manuscript Collection (Reynolds)  
Selective Vocabulary, Archivists and Manuscript Curators (Thompson)

#### II. MANUSCRIPT PROGRAM DEVELOPMENT SESSION SERIES

Focus of Collection (Hunter)  
Acquisitions (Erickson)  
Educational Programs and Publicity (Hull)  
Funding (Newton)

#### III. ARCHIVES BEGINNERS' WORKSHOPS

Arrangement of Archives (Weinberg)  
Description of Archives (Crawford)

#### IV. PERSONNEL AND WORKPLACE SITUATIONS WORKSHOP SERIES

Recruitment and Selection (Evans)  
Professional Development (Freivogel)  
Women and the Law (Johnson)  
Professional/Administrative Relations (Jacobsen and McMahon)

#### V. WORKSHOPS IN ADMINISTRATION: POLICY- MAKING, SECURITY, AND CONTROL

Administering Small College Archives (Clayton)  
Physical Security: The Records (Blendon)  
Protection vs. User Service (Breton)

more on page 7



# the mid-atlantic archivist

What to do Before the Architect Comes  
(Brumbaugh & Schalow)  
Retention and Disposition of Institutional Records (Brown)  
Role of Advisory and Lay Governing Bodies (Fields)  
The IRS and the Archivist (Rehnert)  
Determining the Research Value of a Manuscript Collection (Lytle)

## VI. CULTURE AND AFFINITY RELATED RESOURCE WORKSHOPS

Women's History (tenHouten)  
Jewish History (Gordon)

## VII. SPECIAL SESSION

Experience of the National Archives in Restoring Personnel Records Damaged by Fire at the National Military Personnel Records Center, St. Louis (Stender)

## VIII. OTHER WORKSHOPS

Copyright, Fair Use, and Literary Rights (Moore)  
Rare Books (Marshall)  
Sources for Genealogical Research (Sinclair)  
Watermarks (Gravell)  
Handling Non-Manuscript Items (Printed) (Volkersz)

\* Sessions not included: Arrangement of Manuscripts (Jacobs); Description of Archives (Crawford); Description of Manuscripts (Vanorny); Humidity and Deacidification (Poole & Fields); The By-laws and Constitution of MARAC; Black History; Description of Archives (Finnegan); Problems of the Small History Society (Toner); Eastern and Southern European National Groups in America (Mooney & Skillen)

### I. MANUSCRIPTS BEGINNERS SESSIONS

ARRANGEMENT OF MANUSCRIPTS: Patricia Vanorny, Maryland Hall of Records

Reviewed procedures used as first steps in establishing controls of manuscript collections: accessioning, unpacking, inspecting. Discussed types of materials, spoke on chronological/alphabetical arrangements. Questions and discussion. Lessons learned through personal experience. Microfilming capsule report; "Identify every section on a film or much time will be lost trying to locate exact material." Clear introduction to subject. ----Sister Benigna Consolata

DESCRIPTION OF MANUSCRIPTS: Carolyn Hoover Sung, Manuscript Division, Library of Congress

Surveyed the options for describing manuscripts: card catalogs, registers, indexes, and calendars; factors for consideration in deciding degree and method of description appropriate. Suggested priority be given to basic list of holdings as well as descrip-

tions of individual collections. Endorsed reporting collections to the National Union Catalog of Manuscript Collections. Suggested the variety of forms and formats for descriptions, passed around a number of examples of registers, indexes, calendars, repository guides, accession lists, and NUCMC cards from a variety of repositories for discussion and comment. ----Carolyn Hoover Sung

PROBLEMS OF ADMINISTERING A MANUSCRIPT COLLECTION: David Maslyn, Yale University

Listed and elaborated seven problem areas: (1) Acquisitions policy-goals, competition vs. cooperation, special and costly collections; (2) Donor relations--personal diplomacy, quality of and conditions attached to donations; (3) Staffing and security related to staffing--capability and capacity to handle donation, need for impersonality and discretion toward donation's contents; (4) Reproduction services--advisability, identification, quality of materials; (5) Records-Keeping--bases on donor, processing, and research uses, and varieties of files; (6) Budget and space--physical minimums, cost-cutting, protection, "prestige area;" (7) Ways of processing, cataloging, and storing--need for innovative approaches, guides, catalogues, other reference services. ----Craig Newton

PROBLEMS OF ADMINISTERING A SMALL MANUSCRIPT COLLECTION: Jon Reynolds, Georgetown University

Slides to examine the recent Georgetown University experience: points applicable to a wider scope. Touched upon the various locations occupied, noted the arrangement of the records, identified major collections (Sen. Robert Wagner Papers and Sen. Eugene McCarthy Oral History Project Papers), and problems of labelling, boxing and then of publicizing them. Discussion of service charges for copying documents and pictorial material, the use of exhibits and publications to stimulate use and the acquisition of non-current institutional records. ----Moreau B C Chambers

SELECTIVE VOCABULARY, ARCHIVISTS AND MANUSCRIPT-CURATORS: E. Alan Thompson, National Archives

Combined lecture and discussion. Conceptual presentation of terms, with emphasis upon similarities and differences in reference to archives and manuscript repositories. Brought out also problems in application of the terms and in determining unique but meaningful definitions. ----Patricia Vanorny

### II. MANUSCRIPT PROGRAM DEVELOPMENT SESSION SERIES

FOCUS OF COLLECTION: William A. Hunter, Pennsylvania Historical and Museum Commission

Four-point discussion based on "focus" as the center of a circle with a radius (or range) of collection interests determined by physi-

continued on page 9



January 1974

United States Senate  
Committee on  
Labor and Public Welfare  
Washington, D.C. 20510

October 30, 1973

The membership expressed its feeling that the ramifications of those actions should be examined carefully and urged caution and inquiry before proceeding further on these recommendations.

The MARAC membership joins me in respectfully urging that those associated with the final decision in these matters seek wider and more professional counsel by contacting the Society of American Archivists, the American Library Association, and the American Historical Association.

Sincerely,  
Michael Plunkett  
Chairman"

State of Maine  
Office of the Governor  
Augusta, Maine  
04330

October 29, 1973

Mr. Michael Plunkett, Chairman  
Mid-Atlantic Regional Archives  
Conference Steering Committee  
Manuscripts Department  
University of Virginia Library  
Charlottesville, Virginia 22901

Dear Mr. Plunkett:

Thank you for writing me of your concern over recent recommendations made by the Maine Management and Cost Survey regarding the Bureau of Archives.

I have forwarded your letter to Linwood Ross, my executive coordinator in charge of implementing recommendations of the Maine Management Cost Survey. I am sure Mr. Ross will take your recommendations into consideration in reviewing the proposals made by the study.

Sincerely,  
Kenneth M. Curtis  
Governor

From our members:

Your acronym means soup in Hebrew. I wish you much solid success!

AUB

Mr. Michael Plunkett  
Chairman  
Mid-Atlantic Regional Archives  
Conference Steering Committee  
University of Virginia Library  
Charlottesville, Virginia 22901

Dear Mr. Plunkett:

Thank you for sending me a copy of your letter to Governor Curtis regarding the State's archival and records management program.

I appreciate having your comments on this matter, and I am sure the Governor also appreciates your concern.

Sincerely,  
William D. Hathaway  
U.S. Senator



## GLOSSARY TO BE PUBLISHED

Readers of the mid-atlantic archivist will be pleased to know that the editorial column of definitions in the manuscript, book, and archives world which has recently appeared in this publication has helped Don Harrison, Al Thompson, and Frank Evans to complete the glossary of archival terms which these three members of the SAA Committee on Terminology set out to produce. The glossary has been approved for publication by the SAA Council, and should appear before the Toronto annual meeting. Meanwhile, SAA has been asked to endorse the glossary's inclusion in another bibliography, and Canadian archivists have asked to translate it into French for Canadian use.

## The Bloodhound.

### LOST MARAC MEMBERS

If anyone has a current address for W. D. Will of New Jersey or Richard Summers of Maryland please send them to:

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Maryland Room  
University of Maryland  
McKeldin Library  
College Park, Maryland  
20742



# the mid-atlantic archivist

cal and human resources. (1) Focus is defined per the nature and location of the agency, kinds of users, and materials available. (2) Description for users, staff, and convenience in maintaining relations with other agencies essential. (3) Integrity of collection central in keeping to focus. (4) Expansion of collection, dependent on availability, should be vigorous within limits of circle of focus. ----Craig A. Newton

## ACQUISITIONS: Jack Ericson, Microfilm Corporation of America

Field work acquisitions vs. purchase. Field work problems: (1) What org. wants to collect; (2) Probability of success against odds of other institutions collecting in same area; what remains to be collected. List of desiderata. Suggests use of consultants. Evaluation of field work program includes assessment of support, including processing, storing, publishing guides, etc. Stresses need for foresight and sensitivity, e.g. being aware of societal developments to be able to nose out areas of research becoming important. Pro field work.

Purchase: Buy from (1) Creator of collection or his estate; (2) Dealer, by prior arrangement, catalogue or auction. Appraisals should be disinterested. N. B.: Wholesale lot dickering should be possible since institutions not buying item-by-item and markup is 100%. In purchasing by prior arrangement only one dealer should be told of your needs.

Catalogue purchases must be on approval. At auctions, examine material. Caveats: (1) Do you trust vendor? (2) Are you dealing for part or a whole collection? Where is rest of collection? (3) Will collection fill a research use?

J. E. believes purchase and field work costs almost equal out. ----P. J. Parker

## EDUCATIONAL PROGRAMS AND PUBLICITY: Joan C. Hull, New Jersey Historical Society

Circularized dependence of departments

1. Prepare exhibit (collection department)
2. Involve program department with an event (lecture, reception, open house, etc.) built around the exhibit
3. Publish a mimeographed sheet or booklet related to exhibit
4. Give publicity on the event via news releases, invitations, brochures, or pamphlets to the constituency and allied organizations

Youth programs: new constituency

1. Let young researchers use primary source materials when possible. The "new" social studies are throwing out the textbook approach. Attempt to develop their critical judgement capacity
2. Publish a magazine by and for them
3. Conduct contests
4. Have (speakers ?) trained to adapt their lectures to youthful audiences as well as to adults
5. Encourage them to give volunteer time

Give "behind-the-scenes" tours of the library, archives and museum operations. Let the public see staff members at work.

Possible adult programs include:

1. Professional information meetings for teachers and librarians
2. Exhibits for the lay individuals and history buffs

Publicity is to develop support, create a positive image. Methods of communication:

1. News releases (exhibits, staff changes, acquisitions, etc.)
2. Publications of the highest caliber
3. Catalogs of special exhibits and complementary publications
4. Articles, not necessarily scholarly, for state newsletters or journals on local institutions, or teachers' magazines (on specific aspects of your collections)
5. Speaking engagements at events in the state
6. Membership in professional organizations

Understand and develop potential relationships among different departments.

----Carolyn L. Charles

## FUNDING: Craig A. Newton, Columbia County Historical Society, Bloomsburg, Pa.

Basics in seeking funds from private granting institutions: (1) researching prospective grantors (2) sending the inquiry for ascertaining interest (3) careful articulation of own problem, solution, and need (4) analyzing costs (5) preparing the proposal (6) bibliography for funds seeking. Brief discussion with questions chiefly aimed at ascertaining to what extent materials discussed are applicable to state and federal grantors.

----Craig A. Newton

## III. ARCHIVES BEGINNERS' WORKSHOPS

ARRANGEMENT OF ARCHIVES: Alan Weinberg, City Archivist, Philadelphia

Discuss basic physical and intellectual control of archival holdings.

Administrative structure of the institution's records management program is basic to the administration of an archival program.

Involves:

1. A forms control unit, where design and retention value dictate quality of paper, format, and informational content of forms.
2. Records management procedures (discussion limited to records involved in ongoing function.)
  - a. Retention schedules
 

Criterion: purpose of record

Distinction between current/non-current records often relative based upon frequency of use, availability of storage space.

Life span of record relates to administrative and legal factors

more on page 10



- b. Records center storage
  - Order on shelf discretionary
  - Low-cost storage for low-reference items
  - Maintain filing system used by creating agency
  - Use receipts
  - Note items missing.
- 3. Archives
  - Records transferred to archives when no administrative value
  - Judgement exercised on continuing value before accessioning; reason for creation of the record not reason for accessioning.
  - Distinction between physical arrangement and control and intellectual control: subject indexing
  - Arrangement by provenance has the advantage of being infinitely expandable
  - Records series: items that were a discrete filing unit

Steps in bringing archival material under intellectual control:

- 1. Preliminary inventory
    - List administrative unit or sections; series title; scope of box; dates covered; portion of alphabet (where applicable); quantity or number of volumes
    - Note whether file is indexed
  - 2. Finding aids
    - a. For standard forms, list types of information given on form.
    - b. For correspondence, list folder titles.
  - 3. Work with each document (this step is seldom taken)
- DO ONE STEP AT A TIME

----F. Donald Yost

DESCRIPTION OF ARCHIVES: Miriam Crawford, Temple University

Description in archives. Description program should give first attention to production of a general guide to the records, then to successively more detailed lists or inventories of the records in particular record groups and series. Organizational chart showing the hierarchy of units within the institution, and a chronological chart giving initial and terminal dates of each organizational unit are useful in aiding arrangement and description and in reference service. In the course of processing records, finding aids are produced. The most common form of detailed finding aid, the inventory, usually parallels the physical arrangement of the material in a particular record group or series. Finding aids can take other forms, providing other approaches to the information. Calendar: a chronological arrangement, item by item, most readily used for a series of correspondence, and generally reserved for smaller series. Subject guide: drawing together the lists and descriptions of records from different series that relate to a particular topic assumed to be of great interest to researchers.

----Miriam Crawford

#### IV. PERSONNEL AND WORKPLACE SITUATIONS WORKSHOP SERIES

RECRUITMENT AND SELECTION: Frank Evans, National Archives

What academic background was necessary for archival work? Evans' bias toward formal background in history. Good for the appraisal function, experience in doing research helps later in the creation of finding aids for responsible reference service. Doesn't necessarily prepare for dealing with modern collections, particularly scientific materials. Discussion concerning the use of subject specialists.

Training: Mastery of the history of the institution is a must. Learning by doing is best if not only way to train. Special archives courses after actual experience mentioned as possibility.

Personal characteristics: Sense of order and a concept of service. Don't hire an abrasive personality. Always a risk factor in hiring.

Idea of overqualification leading to discipline problems mentioned. Discussion of suffering from being an offshoot of the historical profession. Their goal is a teaching Ph.D.; we, in our desire to be accepted by them as peers (which will never happen) go on to advanced degrees. Is this the right way for us to be going or are we just perpetuating the system?

Other ideas: management and administration, "getting ahead," our rewarding management higher than the outstanding professional, certification, and development of standards.

----Amy S. Doherty

PROFESSIONAL DEVELOPMENT: Elsie Freivogel, Archives of American Art, Smithsonian Institution; Frank Evans, National Archives; Don Harrison, National Archives

Edward Weldon was not available.

Frank Evans spoke from traditional point of view. Mentioned distinction between professional development and professional advancement. Relationship between "getting ahead in the profession" to research and writing. No agreed upon concept of professional development in our field.

Elsie Freivogel spoke about women getting ahead. Forty per cent of SAA membership is women. Re career patterns, women don't have white male career patterns. Acceptable patterns for advancement must be closely examined. Persistent myths: women being secondary wage earners, women don't use their education, women have a shorter work life, women lose more time from work, women don't make good field workers and don't want to travel, donors prefer men to women, employees prefer male supervisors, women take care of the house, and men take care of the world, etc. Prejudices have become fixed in institutional policy. For these and other reasons women are disadvantaged in the profession.

more on page 11



Don Harrison spoke about the historian versus the archivist. Archivists are not necessarily historians first. The historian advances in academic life without managerial burdens, the archivist advances administratively. The archival world has people who are professional administrators but not professional archivists. Theoretical advancement without administrative duties but theory and reality are far apart. Where does professional development end and managerial development begin? Archivists who advance become managers of other archivists.

Questions for discussion: 1. Should the archives profession develop managerial training, and 2. Can it be possible to advance professionally without administrative duties. What is advancement? Archival research, writing articles, teaching courses, holding offices in professional societies, becoming the director of an institution mentioned. Faculty in universities advance by mixing administrative duties with teaching and research. They develop curricula, serve on committees, etc. We are not an academic discipline, we are a service profession. Heated discussion.

Three points mentioned regarding development of our profession: 1. No one is subsidizing us. 2. No advanced courses in our profession. 3. Still at a very primitive level. Kin to librarians more than to any other profession, in our structure. Our body of knowledge is not developed. We must build this body of knowledge but are not in the position to spend the time necessary. Crying need for funded research and development in the archival field. But not as in graduate schools. Not enough intellectual substance for a PhD. degree. A PhD. is now a vocational degree. There are not enough positions available to justify proliferating professional educational qualifications, i.e., courses, degrees, etc. Broader view possible: related disciplines that share common values: there is a body of knowledge available.

-----Amy S. Doherty

WOMEN AND THE LAW: Rosalind Johnson, Office of the General Counsel, Equal Employment Opportunities Commission

Reviewed the history of equal rights legislation for women to date, outlined specific techniques for filing suit, legal protections and redress under the Civil Rights Act of 1964, Title VII. -----Elsie Freivogel

## PROFESSIONAL/ADMINISTRATIVE RELATIONS:

Phebe Jacobsen, Maryland Hall of Records;  
Mike McMahon, Franklin Institute

Communications and priorities recognized as sources of conflict. Must be professional's concern as well as administrator's. Both must fight tendency of institutional relations to rigidify. Professionals should keep administrators informed, especially about the demands on his time and about his accomplish-

ments. Administrators, should realize that the professional should be told more than he is. Professionals can then balance the fight for his own needs with an understanding of the "whole picture."

Professional to evaluate priorities, plan time so deadlines are met. The professional to face up to increasing load of routine work, and exude creative energy. Should concern himself with his administrator's larger problems, such as funding and budget. Whenever his talents permit, he can volunteer to help the administrator with his or her load, but in an unthreatening manner.

Professionals should be familiar with organization in general and his own institution's structure in particular, knowledgeable in elementary personnel relations. If he has this expertise, he may utilize it in his own workplace situation by helping others to like their jobs and feel that their contributions are worthwhile. He may also use it in presenting requests and plans to institutional decision-makers in the process of easing them through the bureaucracy for approval.

Nothing is gained by denigrating administrators. The professional should recognize that administrator's do not have to be professionals to be receptive. By relieving the professional of administrative chores, the administrator is really freeing him to perform.

-----D. Stephen Elliott

## V. WORKSHOPS IN ADMINISTRATION: POLICY-MAKING, SECURITY, AND CONTROL

ADMINISTERING SMALL COLLEGE ARCHIVES: John M. Clayton, Jr., University of Delaware

Reviewed basics discussed at the Spring meeting. More advanced topics: obtaining financial support, volunteer help, making the college community aware of the archives and their value. Archivist as a member of the administration capable of and responsible for providing information immediately upon request to administrators. Subtitled talk How to Do a Lot with Little Time and Money:

Learn about unrestricted alumni gifts, other fund sources of the institution, prepare requests early. Volunteers can help with indexing, cataloging, and record description, may be sought among retired faculty, alumni, faculty wives, and students. Assigning volunteers to prepackaged projects. The archivist should reserve potentially sensitive records for his own attention. Archivist is responsible for establishing the flow of material to the archives. Suggested the formation of an advisory committee including the secretary of the institution, a librarian, a representative of the alumni office, a history professor, a student, and perhaps a representative of the business office. Meet monthly to review records series. Audio-visual students can be useful in oral history projects, such as "My Last Lecture," a series of reflections by retiring professors. Public relations for the archives may include exhibitions. Excellent service in providing information is the key to administrative support.

-----Paul Perkus

more on page 13



## CHARLOTTESVILLE IN APRIL

Meeting in Baltimore January 21st, the program committee reports good progress in its plans for the spring MARAC meeting in Charlottesville. Those who gather at Mr. Jefferson's "academical village" on 26-27 April should enjoy their visit. A variety of sessions will highlight the archival resources of the southernward reaches of the conference. Leading off each day will be panel presentations on the archivist and: documentary editing, historical preservation, the archival profession, and the funding of programs. Free-wheeling discussion sessions will then set an informal tone for the rest of the program Friday and Saturday, with numerous interesting offerings capped by "problems and opportunities" hours in the afternoon. MARAC participants may anticipate interesting luncheon speakers and guided tours of Mr. Jefferson's University, with its Alderman Library housing historical and literary manuscripts as well as the Center for Humanistic Sources and the George Washington and James Madison papers editorial offices. An added feature at dogwood festival time will be a chance to tour Jefferson's Monticello home and view the scenic Blue Ridge Mountains beyond. The conference will be held at the Ramada Inn with daily rates of \$14 single or \$20 double.

Don Harrison just had a baby granddaughter, Joanne. Eight pounds and very pretty. It's his first. For further information, please call.....

## 1974 MARAC Dues Are Due

If you have not already paid your dues for the year, or if you know of someone who wants to join, use the form below so that you can  
 come to conferences  
 meet other members  
 get on the mailing list  
 receive the mid-atlantic archivist

PLEASE RETURN TO:

MARY BOCCACCIO  
 Maryland Room  
 McKeldin Library  
 University of Maryland  
 College Park, Maryland 20742

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

INSTITUTION \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SPECIAL INTEREST \_\_\_\_\_

## YOUR PROGRAM COMMITTEE IS WONDERING.....

What the energy crisis might do to travel plans for the spring meeting in Charlottesville at the end of April? If the fuel situation gets worse, would you favor:

\_\_\_\_\_ Cancelling the spring meeting in favor of a fall meeting in Newark?

\_\_\_\_\_ Cancelling both meetings in '74?

\_\_\_\_\_ Holding the spring meeting, letting everyone find their own way to Charlottesville?

\_\_\_\_\_ Holding the meeting, arranging bus charter service even if this might mean a day or two more away from normal work?

If the latter, it is possible to arrange round-trip, three-day bus charter service for forty people from New York for around \$25, and from other major centers proportionally somewhat less. The bus would stay with the party, providing transportation in Charlottesville to such local attractions as Jefferson's Monticello, his University of Virginia and University Library, and the local spring dogwood blossom display. Would you be interested in such a charter service from:

\_\_\_\_\_ New York City; \_\_\_\_\_ Philadelphia;  
 \_\_\_\_\_ Washington; \_\_\_\_\_ Baltimore?

The feeling of the program committee is to press ahead with plans for a spring meeting, but the membership may feel differently. Please let us know your preferences as soon as possible by returning this form to the '74 program committee co-chairman:

Douglas W. Tanner  
 University of Virginia Library  
 Manuscripts Department  
 Charlottesville, Virginia 22901

Howard L. Applegate, an historian and academic librarian, has been elected President of The Balch Institute, the Philadelphia, Pa., educational institution devoted to North American immigration and ethnic, racial, and minority group history. Mr. Applegate has been serving for the past two years as Balch's Executive Director. As outlined by Mr. Applegate, the Institute plans to assemble the nation's most comprehensive collection of books, manuscripts, and printed materials concerning all nationality groups who came to North America. He also explained that the Institute will shortly begin construction of a four-story museum and library near Independence Hall which will hold 400,000 volumes, 20 million manuscripts, and 20,000 microfilm reels.



PHYSICAL SECURITY: THE RECORDS: Edith Blendon, Princeton University; Bob Morris, New Jersey Historical Society, Newark, N.J.; Carolyn Hoover Sung, Manuscript Reading Room, Library of Congress

## Four areas of security:

### 1. Creating an illusion of security.

Establish with the researcher that you have control and will be aware of theft. Hand the researcher a statement of procedures and regulations, use a guest register which includes the name, address, and topics of interest, restrict what is brought into the archives (no ball-point pens, food, cigarettes, or pipes, overcoats and briefcases, etc.), post warning signs (such as Staff Only), arrange the flow of traffic past a desk.

2. Establishing a "beware of the archivist" attitude. Encourage the staff to not become blasé about protection, to refile material immediately after use, to be "key conscious". The archivist code of 1955 emphasizes the moral obligation of the archivist to society to preserve its records and to provide access through procedures consistent with public interest.

3. Keeping control of the collection. Avoid an overly acquisitive accessioning policy and unreasonable access restrictions. Limit the number of units the researcher may use during any one time period. When a safety photocopy has been made, require the researcher to use the reproduction. Provide adequate photocopying services to discourage theft and mutilation of documents.

4. Installing the best human and technological protection system which the institution can afford. Establish a supervision and/or inspection system in the reading room so that it is under surveillance at all times by a staff member or a guard. Adapt provisions to individual needs by using such devices as stamps, reflectors, alarm systems, and other electronic protective devices.

-----Paul Perkus

PROTECTION VS. USER SERVICE: Arthur Breton, Archives of American Art, Smithsonian Institution, Washington, D.C.

Problems both experienced and inexperienced historians encounter in research: Inexperienced historians are not taught what or where manuscripts and archives are, how to use them, or what kinds of information they can expect to find in them. Finding aids, indexes and other descriptive materials prepared by archivists are often inadequate or incomplete. When finding aids are non-existent the researcher's only access to records is the archivist. Restrictions on use are imposed by law, donor, depositories and, occasionally, unofficially, by staff members who feel a researcher is not prepared to use original source materials. The historian confronts mechanical problems such as limitations on quantities of docu-

ments which he can use at one time, quantity and expense of microfilming, transfer of documents from one depository to another. Discussion included comments from both the historian's and archivist's viewpoint.

-----Nancy Malan

WHAT TO DO BEFORE THE ARCHITECT COMES (Workshop held at Presbyterian Historical Society): G. Edwin Brumbaugh, Architect; Frederick Schalow, Records Researcher, Presbyterian Historical Society.

## On-site workshop.

Architect Brumbaugh described some of the special considerations in his design, federal style, matching local architecture:

\*\*\*A three-story stack area designed for standard stack units, incorporating a rare book section within a fire-proof vault.

\*\*\*Air, temperature, humidity and dust control system suitable for the preservation of documents.

\*\*\*After hours, an alarm system is activated whenever someone makes a move inside the building.

\*\*\*A wing for future expansion was included in the original design. (not yet constructed)

\*\*\*The research areas planned to allow for continual surveillance from the staff area.

Archivist Schalow conducted a tour of the premises beginning with the basement meeting room, pointing out difficulties as well as the assets.

\*\*\*Underground loading dock located at one end of a large building; making it inconvenient to transport materials to the other end. A centrally located dock would be better.

\*\*\*The microfilming facility had not been planned for. Located in the loading dock corridor because that is the only place where there is no independent variable light source. Whenever materials are unloaded, microfilming stops.

\*\*\*The stack-vault area has no sprinkler system on the theory that water damage is worse than fire damage. Instead, the society installed a heat and smoke detecting system linked to the fire station. Gas suggested.

\*\*\*The tape and microfilm storage areas did not provide the temperature and humidity environment needed for them as distinguished from documents for which the building was principally designed.

\*\*\*The vault provides more of a psychological than a physical barrier, believing that the alarm system is sufficient.

\*\*\*The exhibit area has glassed-in cases for objects and documents and provides wall space for numerous paintings.

\*\*\*Study cubicles are provided on the third floor for long-term researchers.

-----Paul Perkus

RETENTION AND DISPOSITION OF INSTITUTIONAL RECORDS: Connis O. Brown, Jr., Virginia State Library

Fire in one of the courthouses sparked Virginia's microfilming program for all vital

more on page 14



records kept in courthouses throughout the state. The legislature, pressed by local historical societies, the court clerks (an important political group in Virginia), and the state library set up a program and placed it under the Local Records Branch of the Archives Division of the state library. The program mandate is to microfilm all records in Virginia that exist only in unique copy.

\* Microfilming: On site at the local courthouses, using locally hired camera operators. Initial attention given to poorly photostated and deteriorating record books. Microfilm available at the state library and at local courthouses.

\* Public access: Mr. Brown maintains that the public should never have access to original, unique copy of records. No acceptable percentage of loss through theft and mutilation. Microfilm and photostat copies are adequate for all but the most abstruse needs. If it's important to determine whether a mark on a copy is a punctuation mark or a speck of dust, original may be consulted.

#### ROLE OF ADVISORY AND LAY GOVERNING BODIES:

Dale Fields, The Historical Society of Delaware, Wilmington, Delaware

Role of a board as establishing policy with the help of the executive director. Ideally the director leads and the board follows. Before this can occur, the director must know personally each member of the board, perhaps establishing a "personality file" on each. Discussion of this "file" and on how to gather the information quickly followed. Information on each member's family, hobbies and education can be gained from Who's Who and through conversations at luncheons and cocktail parties. The director should try to orient each member to activities of the agency which best match his interests. A knowledge of the composition and lengths of terms of the board enables the director to work discreetly with the nominating committee to subtly influence the selection of new members. The right of the director to manipulate the board was questioned, Mr. Fields saying he often felt guilty but it was necessary for the good of the agency. The relationship of the professional staff, the director and the board was described and discussed. The staff should be informed but only the director should deal directly with the board. Ethnic and minority groups were considered. Few such groups are represented on the boards of historical societies although these societies are often located in center city and must meet ethnic needs. Role of the director's wife was mentioned, discussion of the slightly different problems of a woman director. No specific discussion or advice as no one present had had experience in this area. ----Stephanie Morris

#### THE IRS AND THE ARCHIVIST: Francis Rehnert, IRS, Philadelphia Regional Office

IRS regulations and practices concerning appraisals and valuation of donated properties were discussed. Mr. Rehnert based his discussion on Department of the Treasury, Internal Revenue Service Publication 561 (10-72) entitled "Valuation of Donated Property," which includes most of the information required by archivists and librarians concerning charitable contributions. Although the IRS will not make appraisals for the purpose of tax deduction, every IRS Office has Consultants available who can provide information. ----Evert Volkersz

#### DETERMINING THE RESEARCH VALUE OF A MANUSCRIPT COLLECTION: Richard H. Lytle, Archivist, Smithsonian Institution

Considerations for 1) soliciting and/or collecting, and 2) weeding and selective preservation. Utilizing definitions from Shellenberg, discussed "evidential value" of a collection and its "informational value" for documenting historical movements and causation. In order to select and save relevant material, suggested that the archivist could share evaluation with an advisory board of potential and actual researchers, as well as consulting the creator of the data.

The workshop agreed that the archival profession should be concerned with documenting our institutions and culture, and should establish criteria other than research demand or current fads. Reference was made to the coordinated acquisition criteria and procedures of Canada's Selective National Acquisition Program (SNAP). Cooperation with institutions of similar interests was emphasized, as archivists have a responsibility to be an information source for the entire field. This discussion was an outgrowth and continuation of a similar theme at St. Louis.

----Nancy V. Webster

#### VI. CULTURE AND AFFINITY RELATED RESOURCE WORKSHOPS

WOMEN'S HISTORY: Elizabeth tenHouten, American Association of University Women, Washington, D.C.

Lecture, with contributing comments following, intended to outline some of the lesser known sources and depositories of books and documents in women's history, as well as those generally known. Among the last are the Schlesinger Library, Radcliffe, Sophia Smith Collection, Smith College, and the Biblioteca Femina at Northwestern. The Gerritsen Collection, now at University of Kansas, Lawrence, specializes in the social and political history of women, is strong in periodicals. Women's Collection, University of North Carolina, Greensboro, has been in existence since 1937 and has issued a useful bibliography of material in women's history. The Ida McPherson Collection, Scripps College,



Claremont, California covers four fields, emancipation and reform, pioneer women's history and domestic history, with taped interviews of California women. Overbury Collection, Barnard, Georgia State College collections, American Women's Collection, Connecticut College, and Virginia authors, Randolph-Macon Women's College, Lynchburg, Va., specialize in local as well as national collections of literature by women. Trevor Arnett Library, Atlanta University holds a collection of Negro women's history. Medical collections include those at Tulane, Presbyterian Hospital and Women's Medical College of Philadelphia. Non-university collections, primarily printed, include those at Boston Public Library, and New York Public Library. Collections in influential private organizations include those of the National Woman's Party, Washington, D.C., comprising the largest collection nationally on woman suffrage and equal rights and the American Association of University Women, Washington.

Discussed the current state of the Organization of American Historians--AHA--National Endowment for the Humanities proposal for a comprehensive guide to resources in women's history, now under consideration and likely to be funded. Followed the Fall MARAC session on hidden resources in collections on women's history. ----Elsie Freivogel

JEWISH HISTORY: Rita Gordon, Independent Researcher and Writer, Frederick, Maryland

Discussion was based on the researchers viewpoint of how the archivist and librarian can not only produce the necessary sources and source material, but also direct the researcher to additional material and sources. Due to small group, discussion was held prior to, and following the presentation. Additional, unknown resources were presented. ----Rita Gordon

## VII. SPECIAL SESSION

EXPERIENCE OF THE NATIONAL ARCHIVES IN RESTORING PERSONNEL RECORDS DAMAGED BY FIRE AT THE NATIONAL MILITARY PERSONNEL RECORDS CENTER, ST. LOUIS: Walter W. Stender, Assistant Archivist of the United States for Federal Records Centers.

A fire this summer destroyed the entire sixth floor, an area of approximately seven football fields, and millions of records of former military personnel. Mr. Stender discussed fire prevention inadequacies and restoration procedures applied at the center. Slides depicting the holocaust and subsequent "mopping-up."

- \* Fire prevention: No sprinkler system. Felt that the building was fireproof. Out of control before the fire department arrived. No means for the heat of the fire to escape, causing the roof of the building to be forced up and to the side, shearing over support pillars and collapsing the roof. Intense heat destroyed many documents that might have been spared.

- \* Water damage: The water accumulated to a depth of as much as eight inches on several floors which were untouched by the fire, severely damaging records on bottom shelves.
- \* Rescue: borax mixed with the standing water and thymol sprayed on the wet records retarded growth of mold and slime. The most severely water soaked records were freeze-dried at the space-simulator vacuum chamber of a nearby McDonald-Douglas plant. Records less damaged were dried in a large, well-ventilated indoor area with the help of electric fans.
- \* Reaccessioning and arranging of damaged records: Rather than attempting to restore to original arrangement, records were computer indexed and reaccessioned. The center is using a staff of some 35 keypunchers working in around-the-clock shifts.

----Paul Perkus

## VIII. OTHER WORKSHOPS

### COPYRIGHT, FAIR USE, AND LITERARY RIGHTS:

Waldo H. Moore, Copyright Office, Library of Congress

Copyright defined as the right of an author or someone that derives his rights from the author (heir or executor) to have exclusive rights to the reproduction and sale of a work for a period of time. Writing is considered a special incorporeal form of personal property. The actual work itself, regardless of how or when it was written, is under the copyright protection. The paper and the ink, though, are not. Thus under one type of copyright, common law, a letter written from one person to another becomes physically the property of the recipient but the contents of the letter belong to the sender. Hence, the receiver of the letter is not responsible for maintaining its physical existence, but he may not publish it without permission of the sender. The doctrine of "fair use" provides that not every copying is an infringement of a copyright. As long as the copying does not supercede the actual or 'potential' market for a published work, no infringement is considered to have taken place. Another fair use notion is that ideas or facts can't be copyrighted--only their particular expression. History of current copyright laws and the consideration by the Congress over the past six years of a new copyright law.

----Paul Perkus

RARE BOOKS: Gordon Marshall, Library Company of Philadelphia

Definition of Rare Books: Demand rather than availability. Condition, reputation at time of publication and subsequently, as well as publishing and distribution practices also determine value. Type of work determines survival quotient: children's books read to death. Bibliographical vs historical importance of a volume in collections. Some books not worth saving; especially those with high survival rate. Scribbling, defaced, incomplete copies have value. Can be checked against Readex. Place of work in author's career may contribute to value. Be conservative in conservation. Care in copying.

more on page 16



Storage 65°-45° better than 70°-50° stability of atmosphere importance. Costs of preservation can run as high as \$100/vol. Display techniques: use cellulose acetate strips to keep volumes open. Many cellophanes harmful to paper. Open metal library shelving. Potassium lactate restores salts and oils to leather. Do not use on vellum or on leather without shine. -----P. J. Parker

SOURCES FOR GENEALOGICAL RESEARCH: Donald A. Sinclair, Curator of Special Collections, Rutgers University

- I. Who are genealogists?
  - A. Older people, curious, retrospective, etc.
  - B. Professionals doing genealogical research for others.
  - C. Academic historians.
  - D. Lawyers or those with legal interests.
- II. What are genealogists looking for?
  - A. Those records where genealogical material exists: vital records, church records, military claims, family papers, census, etc.
- III. How to reference genealogists.
  - A. Visitors
  - B. Mail queries
  - C. Advising of location of other repositories

1/2 lecture, 1/2 discussion. Special interest in finding "how to" material to give the novice genealogist upon arriving.

-----Ronald L. Becker

WATERMARKS: Thomas Gravell, Jr., Wilmington, Delaware

History of papermaking and described watermarks. Discussed their significance to keepers of records. Slides showing pre-18th century, 18th century, and 19th century watermarks. Inexpensive method of making reproductions of watermarks, using a new product, Dupont Dylux paper and simple equipments. -----Leonard Rapport

HANDLING NON-MANUSCRIPT ITEMS (PRINTED):  
Evert Volkersz, State University of New York, Stonybrook

Shortcuts for smaller institutions:

1. Avoid elaborate classification schemes.
2. When size of collections warrant use published bibliographies as both checklist and shelflist (example: Drake's Almanacs).
3. When no bibliography is available, use a simple chronological arrangement by date of publication.
4. Vertical files arranged by topic.
5. If items are separated from a collection, keep a record with the collection.
6. Arrange, if possible, with maximum utility to researcher in mind.
7. Use format files with form cards (one for manuscript catalog, one for sequen-

tial number retrieval in shelf list) to indicate presence of format material shelved separately. Format examples: Historical ephemera, newspaper clippings, pamphlets, object or realia, little magazines, photographs, broadsides, posters, postcards, sheet music.

-----Glenn B. Skillin

Washington University School of Medicine Library, St. Louis, Missouri, is planning to publish an Archives Procedural Manual, which describes the procedures and operations used in its Archives. Although these procedures were developed to deal with scientific manuscripts, the principles apply equally to other types of manuscript collections. It would be of especial use to archivists both well established or who have just established an archives. Darryl Podoll, University Archivist, feels that it will be an excellent vehicle to stimulate an exchange of ideas between us all.

Members wishing a copy when it is published may obtain one by writing the:

Archives Section  
Washington University  
School of Medicine Library  
4580 Scott Avenue  
St. Louis, Missouri 63110.

JOB OPENING IN WASHINGTON, D.C. ARCHIVIST

ARCHIVIST--Department of Archives and Manuscripts, Catholic University of America. Experience desirable in a University Archives. Qualifications should include academic background in CHURCH history, labor or economics with appropriate degrees. Salary range to \$10,500 in accord w/qualifications & experience. Position open. Apply to Mr. Belanger, Admin. Assist., 108 Mullen Library, Catholic University, Washington, D.C. An Equal Opportunity Employer.

JOB OPENING IN WASHINGTON, D.C.

Experienced manuscript librarian for 4 to 6 month project at Library of Congress.

Contact: John D. Knowlton  
Head, Prep. Sect.  
Manuscript Division  
426-5389 Library of Congress  
1st & Pennsylvania Avenues, S.E.  
Washington, D.C. 20540

PHILADELPHIA MATERIAL WILL BE CONTINUED IN THE NEXT mid-atlantic archivist.